



United States Environmental Protection Agency

Region 10, 1200 Sixth Avenue, Seattle WA 98101

**REGIONAL QUALITY ASSURANCE ANNUAL REPORT
FOR FISCAL YEAR 2003
AND
WORK PLAN
FOR FISCAL YEAR 2004**

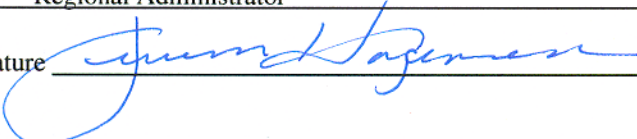
December 2003

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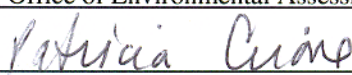
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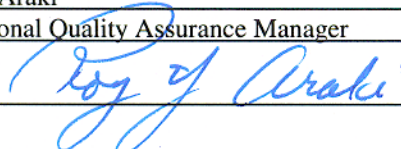
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INTRODUCTION

In accordance with the Quality Management Plan (QMP) for Region 10 (rev. Apr. 2003), a Quality Assurance Annual Report and Work Plan (QAARWP) is prepared and submitted to the Regional Administrator and to the Director of the Quality Staff located at EPA Headquarters. The purpose of this combined report and work plan is to summarize Quality Assurance (QA) activities occurring within the Region's Quality System (QS). This entails documenting QA activities of the previous year and planned activities for the upcoming year. It is also used as a medium to document and communicate changes or updates to the Region's Quality Management Plan. The scope of this document outlines:

The current Management and Organization of Region 10's Quality System (including the current and anticipated resource distributions for FTE, training, travel, etc...)

A status on the implementation of Region 10's Quality Management Plan

Region 10's QM Policy regarding mandatory QA requirements for the collection of environmental measurements

A summary and assessment of QM activities (including corrective actions resulting from outside Headquarters Quality Staff assessments)

Anticipated QM activities for the upcoming Fiscal Year (including technical and management system reviews, training, evaluations, etc...)

QUALITY SYSTEM MANAGEMENT AND ORGANIZATION

Region 10's Quality System is centrally managed by the Regional Quality Assurance Manager (RQAM) which is located in the Office of Environmental Assessment (OEA). The primary function of the RQAM is the management of the Region's Quality System and to ensure compliance with Regional QA Policy (which is consistent with EPA Order 5360.1 A2 *Policy and Program Requirements for the Mandatory Agency-wide Quality System*). This is accomplished through the implementation of Region 10's Quality Management Plan (QMP)

which requires that all environmental data collected under the Region's auspices are properly documented and of sufficient quality and quantity to meet regional and national program needs (see Region 10 Quality Management Policy).

Authority and responsibility for the management of the Region's Quality System is assigned from the Regional Administrator / Deputy Regional Administrator (RA/DRA) to the RQAM. The RQAM is a non-supervisory program manager who reports to the Director of OEA and has direct lines of authority with the RA/DRA. The RQAM exercises final authority for all Regional QA matters.

Within OEA, scientific and technical staff provide support in the implementation of the Region's Quality System as specified in the Region's QMP. At the request of the RQAM, scientific/technical staff are available for:

- *Preparing/reviewing QMPs, the QAARWP, QA Project Plans (QAPPs), Standard Operating Procedures and Statements of Work*
- *Conducting technical and management systems reviews*
- *Conducting data audits/validations*
- *Working with Regional Program Staff on implementing the Region's Quality System.*

Regional Program Offices

Regional programs that are responsible for the generation of environmental data share in the responsibility for managing the Region's Quality System. Through the implementation of federal laws and regulations, these programs routinely fund (through enabling grants & contracts) and oversee environmental data collection activities (EDCAs) that further the Agency's mission of protecting human health and the environment. In doing so, these programs prepare and submit QAPPs for each EDCA they fund and/or conduct. It is incumbent upon these programs to ensure that all EDCAs integrate Regional QA Program requirements. The table below (*following page*) provides general information on the management

responsibilities of each Program Office at the Regional level (including QA). Environmental measurement data arising from these programs are the product of efforts both internal and external to the Region (e.g., State, Tribal, Local, etc...).

Regional Program Offices	Program Management Responsibilities
Air	Air programs (ambient, stationary & mobile source, radiation)
Ecosystems & Communities	Pesticides, NEPA, EIS
Water	Water supply, ambient, UIC, estuary, off-shore, discharge and wastewater treatment programs
Waste & Chemicals Management	RCRA, TSCA, EPCRA
Environmental Cleanup	Superfund, federal facility and emergency response
Environmental Assessment	Quality Assurance, air & water monitoring, risk evaluation, inspections, laboratory programs
Tribal	Implementation & oversight of environmental programs located within tribal areas
State Operations	State coordination and liaison, implements media programs where close coordination with state offices is required

Office of Environmental Assessment

In concert with program management responsibilities is the Region's need for assessing the condition of the environment. This function is carried out by the OEA. OEA provides technical support, conducts special studies and analyzes environmental samples. The Office also processes, analyzes, reduces, reviews, evaluates and recommends the use of environmental monitoring data to the program offices. OEA oversees some State and private monitoring programs, and reviews and concurs on federal grants and contractual processes. The data arising from these programs are used on both the regional and national levels.

The units within OEA responsible for performing specific functions (either independently or in a

concerted effort with other groups) are comprised of the Technical Support Unit, Risk Evaluation Unit, Manchester Laboratory and Investigation & Engineering Unit. Management responsibilities for these groups include hydrogeological support, water monitoring, risk assessment, engineering, inspections and laboratory programs. OEA works closely with State and Regional Offices in the surveillance and analyses for the various air, water, RCRA, CERCLA, pesticides and toxic substance programs.

Quality Management Resources

In FY '03 Region 10 underwent a reorganization and the Quality Assurance, Monitoring & Assessment Unit subsequently decreased with the departure of the geographical information systems group. The function of the Unit serves both the technical support role and review and assessment oversight of delegated air monitoring and modeling efforts as well as management of the Region's Quality System. For providing direct support to the QA Program, the number of FTEs decreased by one due to attrition.

Overall, the OEA budgeting process reflects a policy of sharing resources between units within the Office. OEA staff are therefore given opportunities to participate in intra-Office teaming activities that they would not normally support. Each Office is required to monitor staffing expenditures and budget distributions (other than FTEs). Staffing (broken down by technical classification) and travel resources for the RQAM (and estimated for the Region) are shown below. Training expenditures during FY '03 are discussed below (*following page*). Available resources for FY' 04 appear to be adequate to manage the Region's quality system.

In order to promote teaming and to utilize the best qualified 'experts', several people in the Region have QA responsibility in addition to the RQAM. These individuals, identified as Quality Assurance Coordinators (QAC) or Quality Assurance Officers, primarily from OEA, have expertise in specific areas such as water, drinking water laboratory certification, biology, microbiology,

field activities and data processing. The QAM requests assistance from the QACs on QA matters related to their area of expertise.

Description	FY '03 Expenditures	FY '04 Allocations*
Resources		
Lab/Field Audits & Reviews	\$5,350	\$5,500
Training	\$3,524	\$4,000
Extramural	\$6,236	\$5,500
Total	\$15,110	\$15,000
Staffing #		
OEA Quality Assurance Support		
Quality Assurance Manager/Admin. Support	1.5	1.5
Available Sci./Tech. Staff	5.5	5.5
RSCC - EPA, EPS	1	1
Quality Assurance Coordinators	3	3
Regional Quality Assurance Support		
Project Officer & Work Assignment Managers %	10	
Contracts	(~1.5)	
[approx. cost @ \$40 / hour]	[~\$125,000]	
Total QA Program Support	22.5	
Total Regional Staff: 611		
<small>* - FY 03 Allocations are estimates based upon current budget projections * - Full Time Employee (FTE) equivalents are based upon a work year of 2080 hours % - Regional Staff support calculated as 10% of the FTE from the estimated 100 project officers and work assignment managers within Region 10 who are actively involved in the planning, coordination and oversight of data collection efforts.</small>		

Training and/or training materials received during FY '03 reflects an overall training budget of approximately \$175 per FTE with travel expenditures tracked separately. OEA managers encourage staff training through the Region's technical/scientific training program which solicits training requests annually. In addition, staff are encouraged to acquiring outside training opportunities, attending professional conferences and purchasing publications and books. A list of training activities is provided on page 7.

STATUS OF REGION 10 QUALITY MANAGEMENT PLAN

During FY '03, Region 10 revised it's Quality Management Plan (*formally known as the Quality Management Program Plan*) to reflect

the creation of an independent Regional Senior Leadership position to fulfill the task of managing the Region's Quality System. The purpose of this effort was to establish the organizational independence of the RQAM from programs involved in EDCAs as mandated by Order 5360.1 A2 and to reaffirm the commitment on the part of the Region's Executive Leadership to the implementation and support of the Region's Quality System. Recognizing that the RQAM no longer supervises FTEs within OEA, workflow processes which detail the support provided by scientific/technical staff located within the Office were also developed and documented in the plan (Appendix B). This plan was submitted to the Quality Staff at headquarters and approved in June of 2003.

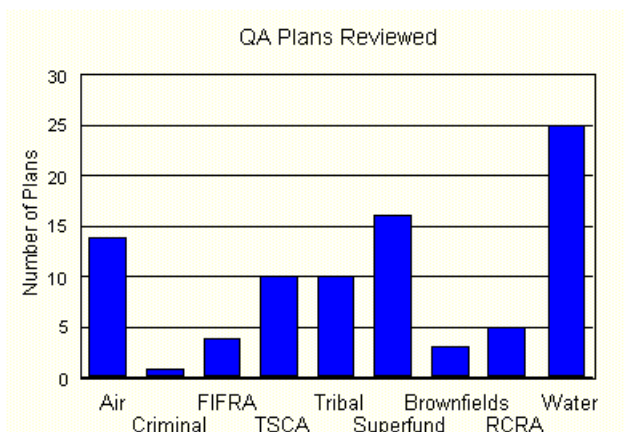
REGION 10 QUALITY MANAGEMENT POLICY

Behind the policies developed for Region 10's Quality System is a fundamental goal for managing and implementing quality assurance. This goal is to ensure that all data produced and utilized for and by the Region's environmental data generation and utilization activities are scientifically valid, legally defensible, of adequate statistical quantity, of known precision and accuracy, and of acceptable completeness, representativeness, and comparability. It is the intention of this goal that the Region not only comply with EPA Order 5360.1 A2 but that a foundation be established from which an effective and efficient Quality System can be managed. Policies derived from this goal were put into motion with the finalization and endorsement of the Region's most recent QMP and can be found in section 2.1 (*QA Goals and Policies*) of this document. Specifically, these policies outline the procedures for appropriate QA planning and approval, use of Data Quality Objectives (DQOs), funding, integration and conformance of QA/QC procedures into EDCAs, and oversight and corrective actions taken by Regional Project Officers and Regional Project Managers.

QUALITY MANAGEMENT ACTIVITIES FY '03

Quality Assurance Project Plans (QAPPs)

QAPPs must be prepared in accordance with R5 & G5 QA requirements and guidance by all Regional monitoring programs, contractors, grantees, or other responsible organizations. Completion, review, and acceptance of these plans is a prerequisite for issuance of sample numbers and scheduling of analyses by the Regional laboratory, any CLP laboratories, or other facilities through the Regional Sample Control Center (RSCC). This plan will express, in specific terms, the data quality objectives and the requisite procedures, responsibilities, functional activities, and specific QA and Quality Control (QC) activities necessary to achieve the data quality objectives of each project. Recognizing that the development of such a plan is a significant undertaking, the RQAM routinely provides assistance to various organizations which generate data either through the review process or preferentially through project scoping and training opportunities.



The RQAM has assisted in the development and review of 88 project-specific QA project plans during FY '03, with an approximate average turnaround of 17 working days per plan. In addition, an estimated 40 QA plans were reviewed and approved within the Region's Superfund Emergency Response Program (for response related data collection efforts) and

reported to the RQAM. By working closely with the EPA Project Managers, the RQAM has been able to assist in the development of comprehensive and realistic QAPPs. These efforts have resulted in the use and documentation of data quality objectives (DQOs) for these projects, and have aided in the understanding and importance on the use of DQOs by both data generators and data users.

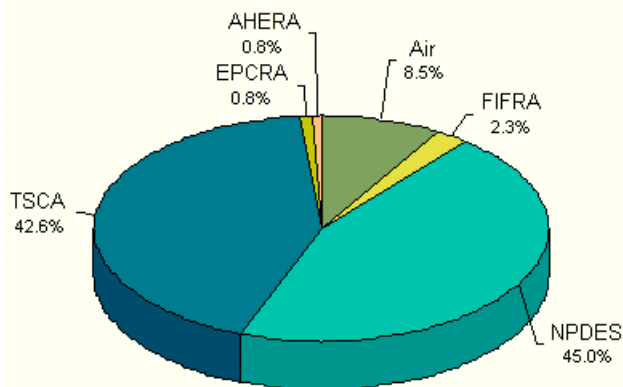
On-Site Audits & Reviews

A major objective of Region 10's QA program is to work with the regional programs, State and local agencies, and other organizations to assess the effectiveness of their Quality Systems and their overall data generation capabilities. In many cases, this involves the routine review and assessment of the monitoring and measurement activities within the Region. The purpose of these audits and reviews is to assess and enhance each program's capability by recommending corrective measures and providing training where appropriate. On many occasions and as part of OEA's inspections program, split samples are collected during visits to facilities who collect environmental measurements under the self-monitoring programs (i.e., CWA, CAA, RCRA). These samples are often analyzed for the purpose of providing quantitative confirmation of monitoring results that are routinely reported by these facilities. Technical systems audits (TSAs) are conducted for the purpose of maintaining certification or as required under federal law (i.e., CAA, SDWA). In addition, Quality Systems Reviews (QSR) may be conducted for the purpose of determining the efficacy of a Quality System for an organization that receives federal funding to support a delegation of authority.

NAMS / SLAMS

For FY '03, eight (8) technical system audits of NAMS/SLAMS (7-PM 2.5 and 1-ozone) and 92 PM 2.5 federal reference method (FRM) on-site audits were conducted. Additionally, four (4) audits were conducted on air toxics monitoring stations.

On-Site System Audits



NPDES Compliance Inspections

OEA conducted and/or coordinated 58 water compliance inspections during FY '03. The purpose of these audits is to determine compliance with surface water protection requirements under the CWA. Reports are issued to the Office of Water for their review or action.

Air Compliance Inspections

OEA conducted 11 air compliance inspections (2 multi-media) during FY '03. These inspections included evaluations for asbestos (NESHAP), CFCs, source test, source operation, continuous monitoring; best available control technology and lowest achievable emission rates for PSD and air permit activities. These audits are conducted in accordance with both Air Permit and/or Compliance requirements. Reports are issued to the Office of Air for review or action.

TSCA Inspections

Under the TSCA Investigation program, OEA personnel conducted 55 inspections during FY '03 of which most were performed as PCB inspections.

Criminal Investigations

OEA personnel conducted one (1) inspection involving criminal investigations for FY '03.

FIFRA Inspections

There were three (3) pesticide inspections conducted during FY '03 by OEA.

EPCRA Inspections

There was one (1) inspection conducted during FY '03 by OEA for EPCRA reporting.

AHERA Inspections

There was one (1) inspection conducted during FY '03 by OEA under the asbestos hazardous emergency law.

Laboratory Audits & Reviews

Regional Laboratory Audits

During FY '03, OEA personnel participated in a QSR on the EPA Region 10 Manchester Lab and the on-site ESAT support contractor.

State Laboratory Audits

During FY '03, OEA conducted an on-site TSA and QSR on the Oregon Department of Environmental Quality Laboratory, Oregon Public Health Laboratory and the Oregon Department of Agriculture Laboratory in Portland, OR. The technical portion of these evaluations reviewed critical elements in the laboratory operations as required by the Manual for the Certification of Laboratories Analyzing Drinking Water (all labs) and the laboratory functions in support of the Air Program (ODEQ). Non-technical portions of these reviews focused on the implementation of each organization's Quality System for the programs which they are delegated.

Hazardous Waste Laboratory Audits

Three (3) QSRs were conducted on Regional, State and contract labs in support of the Hazardous Waste Program as mentioned above. No TSAs were conducted for this program this year.

Water Laboratory Audits

OEA conducted six (6) drinking water certification and one clean water act audit for federal, state, tribal and local laboratories located in Oregon and Washington. Two (2) QSRs were conducted on Regional and State Labs in support of the Clean Water Act as mentioned above.

Air Laboratory Audits

One air laboratory TSA was conducted during FY '03 in conjunction with the NAMS/SLAMS audit in Oregon mentioned previously. No major deficiencies were noted during this review.

The monitoring programs scheduled for technical system audits and quality systems reviews during FY '04 are shown below.

Programs	Projects	Approx.	Est. Cost
Air/Toxics	NAMS/SLAMS	2 (state)	\$1000
Air/Toxics	NAMS/SLAMS	2 (lab)	\$1000
Air/Toxics	NAMS/SLAMS	5 (field)	\$1250
Water	SDWA	2 (state)	\$1000
Water	SDWA	5 (lab)	\$2500
Water	NPDES	1 (state)	\$500
Haz. Waste	RCRA	1 (state)	\$500
Haz. Waste	RCRA	1 (lab)	\$500
Haz. Waste	CERCLA	1 (state)	\$500
Haz. Waste	CERCLA	1 (lab)	\$500
Pesticides	FIFRA	2 (state)	\$1000
Pesticides	FIFRA	2 (lab)	\$1000

Audit dates during FY '04 will be determined by the program managers. Completion of audits will depend upon whether travel and operational resources are available. The State organizations scheduled for audits and reviews in FY '04 are the Washington Department of Ecology, Washington Department of Agriculture, located in Olympia, Washington, the Alaska Department of Environmental Conservation in Juneau, Alaska.

Data Audits

Audits on data sets are conducted for both the completeness of laboratory data purge files (originals) and for data quality. Completeness audits are evidentiary in nature and are designed to detect missing information and/or originals

necessary to support data that is submitted in court as evidence. Data quality audits are technical evaluations that are used to assess data quality, usability and defensibility.

Audit Type	# Audits
Completeness	623
Data Quality	268

QUALITY SYSTEM TRAINING AND ACTIVITIES

The courses, seminars, technical meetings and various activities presented or attended during FY '03 are as follows:

Training Provided

1. Laboratory Fraud - What Can Happen to You (attendance~30).
2. Preparation of QA Plans - An Overview (attendance ~ 25).
3. Trace Metals in the Environment - A National Perspective (attendance ~ 40).
4. QA Requirements for Grants Project Officers (attendance~20).
5. QA Requirements as part of the Basic Inspector Training (attendance~30).

Training Received

1. Understanding Environmental Multi-Variate Data.
2. PM2.5 Certification Training - Field & Lab.
3. Pacific Northwest Drinking Water and Wastewater Security Workshop.
4. Sampling for Environmental Activities.
5. Incident Command System Overview.
6. Contract Officer Representative.

Other Activities

1. Superior Accomplishment Recognition Award.
2. Attended NELAC conference/meetings.
3. Meet with project officers to obtain their needs and provide assistance.
4. Participated in a number of project teams.
5. Attended National QA Meeting.
6. Attended Superfund RSCC/PO Meeting.

IDENTIFIED NEEDS

Based on discussions with the RQAM and involved OEA personnel, the following list of priority topics should be made available for training in FY '04:

1. 40 Hour Health and Safety.
2. Basic Inspector Training.
3. Advanced auditor training workshop.
4. Training on Agency QA requirements, procedures and Data Quality Objectives.
5. Air Monitoring Training - Field & Lab.

IMPLEMENTATION SCHEDULE

Listed below is a tentative schedule of QA activities necessary to satisfy FY '04 Headquarters QA program requirements and the Regional QA objectives described throughout this report. Progress of these activities will be reported to the OEA Director.

Activities	Completion Date
Meet with Regional Senior Executives to discuss implementation of QA Program	June 2004
Review / Approve QA Project Plans for monitoring projects	Within 10 days of receipt
Audit environmental data for technical validity and completeness	Within 15 days of receipt
Update Regional Quality Management Plan	As needed
Conduct Audits identified previously* (technical, management)	Per audit schedule
Prepare QA Annual Report and Work Plan to Region and HQ	November 2004

*Proposed audit schedules are identified in the Quality Management Activities Section

APPENDIX A

Maps of OEA Surveillance and Field Activities

Surveillance Activities for Alaska

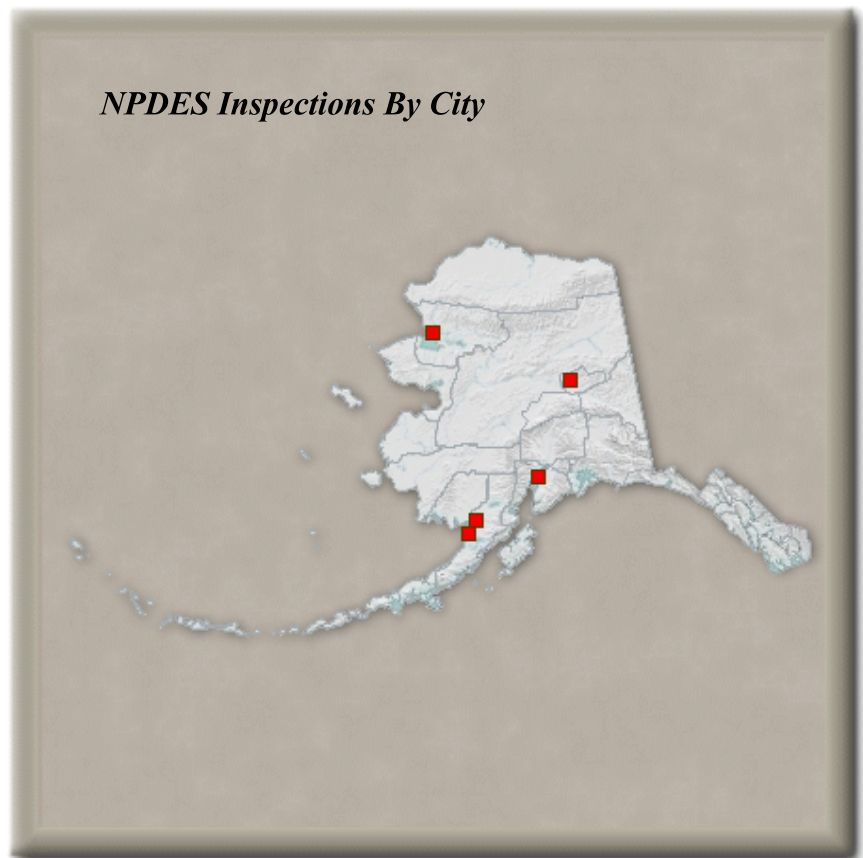
NPDES Inspections Conducted on:

Manufacturing Sectors

- Seafood Processing
- Petroleum
- Chemicals

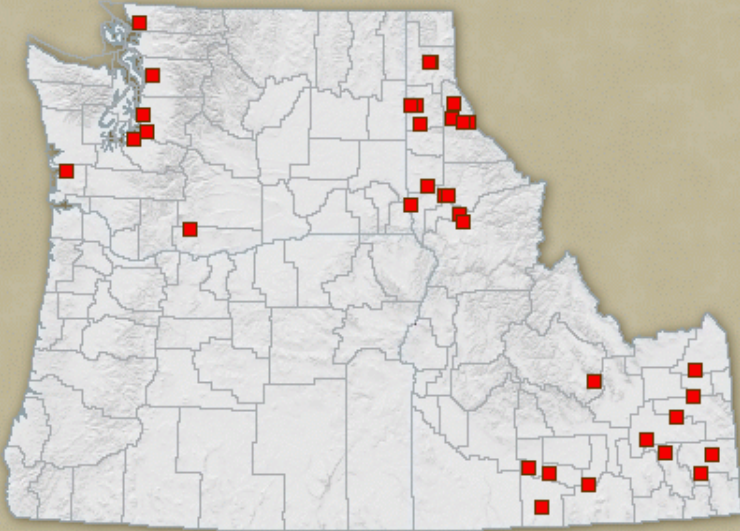
Mining

Public Utilities



Surveillance Activities for Idaho, Oregon & Washington

NPDES Inspections By City



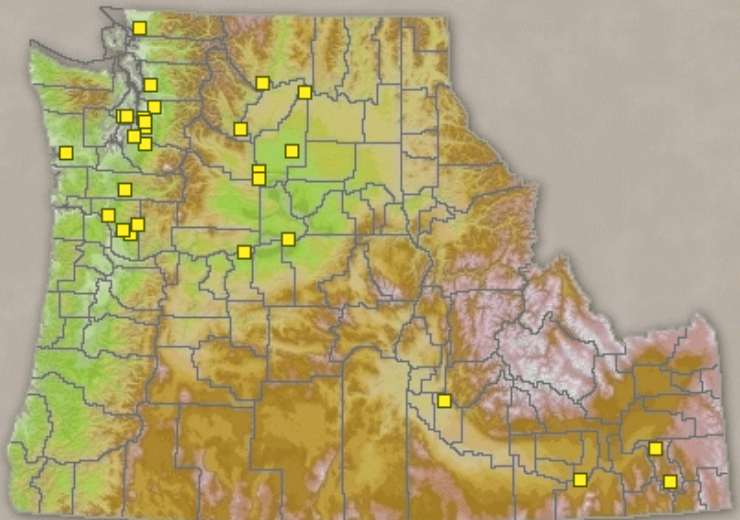
NPDES Inspections Conducted on:

Federal Facilities
Fish Farms
Manufacturing Sectors
- Food Processing
- Machinery
- Metal Plating
- Packaging
- Petroleum
- Wood Products
Mining
Municipalities
Public Utilities
Tribal

TSCA Inspections Conducted on:

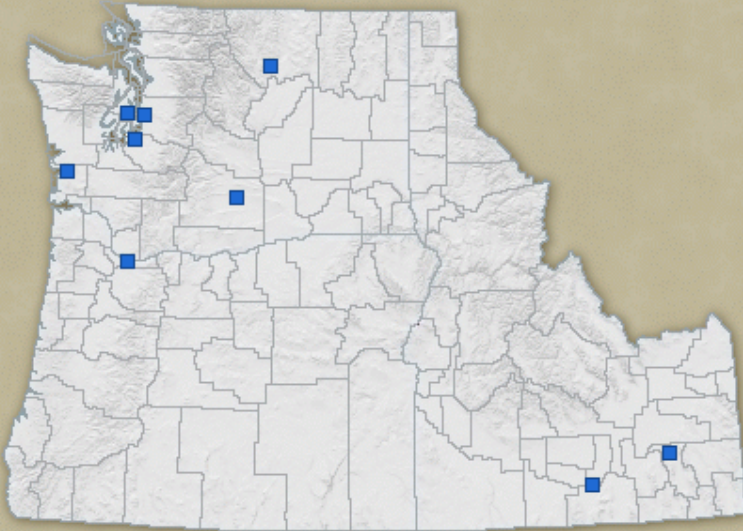
Federal Facilities
Manufacturing Sectors
- Food Processing
- Machinery
- Metal Plating
- Petroleum
Marina
Public Utilities
Recycling
Retail
Shipyards
Transportation
Waste Treatment & Storage

TSCA Inspections By City



Surveillance Activities for Idaho, Oregon & Washington

Air Inspections By City



AIR Inspections Conducted on:

Federal Facilities
Manufacturing Sectors
- Food Processing
- Fiberglass/Plastics
- Steel
- Wood Products
Retail
Transportation

FIFRA Inspections Conducted on:

Manufacturing Sectors
- Chemical
- Commercial
- Food Processing



Surveillance Activities for Idaho, Oregon & Washington

EPCRA Inspections By City

EPCRA Inspections Conducted on:

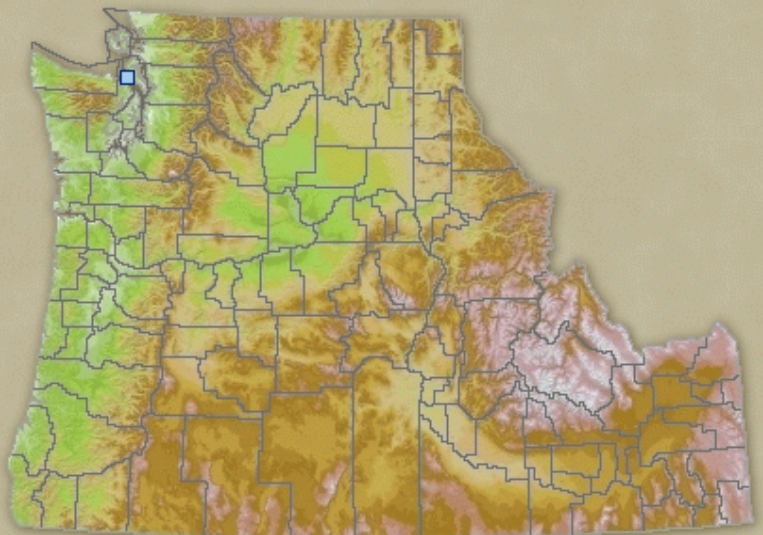
Boat Yard



AHERA Inspections Conducted on:

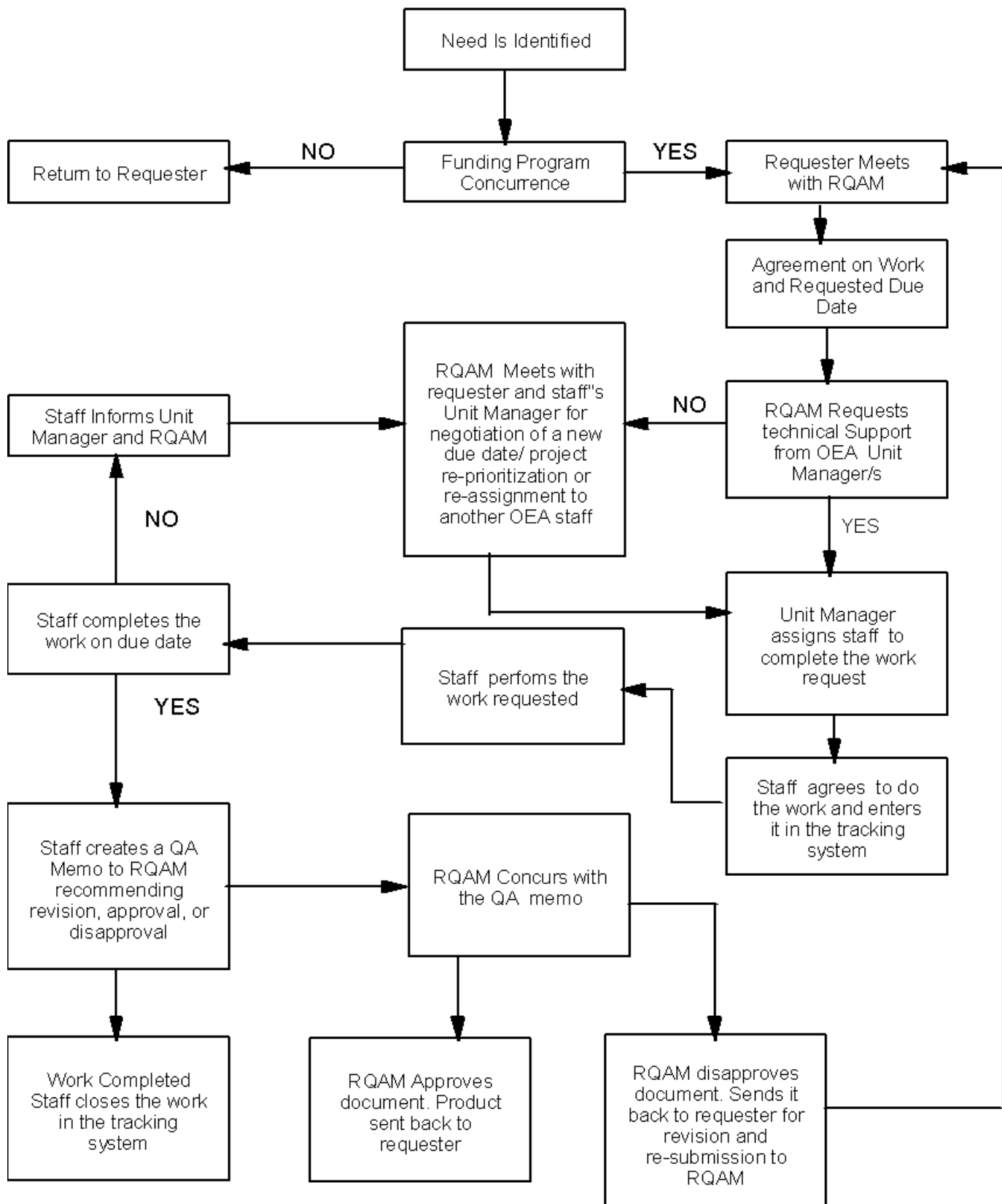
Public School

AHERA Inspections by City



APPENDIX B

RQAM Workflow and Tracking Process

Figure 3 - RQAM Workflow and Tracking Process

APPENDIX C

QAARWP - Headquarters Report Form

Quality Assurance Annual Report and Work Plan

Fiscal Years 2003/2004

Organization: USEPA Region 10

1. QUALITY MANAGEMENT RESOURCES

1.1 Personnel Resources

	FTE	
	<u>Actual FY2003</u>	<u>Projected FY2004</u>
Organization's total filled FTE positions:	611	600
EPA (and other Federal) FTE involved in the management of QA and QC activities:	9.5	9.5
EPA (and other Federal) FTE involved in QA and QC technical support activities:	10*	10*
EPA FTE involved in other non-technical QA and QC support activities:	1.5	2.5
Contractor FTE involved in QA and QC support activities:	1.5	1.5

* estimated as 10% of project officers time with ~100 project officers in the organization.

1.2 Financial Resources

	Estimates (\$K)	
	<u>Actual FY2003</u>	<u>Projected FY2004</u>
Extramural Resources (not including travel funds or training):	\$6.236K	\$5.5K
Travel oversight, surveillance, and audits/assessments:	\$5.35K	\$5.5K
Training (including registration fees) and travel for training:	\$3.524K	\$4K

1.3 Adequacy of Resources

Given the resources allocated for travel, Region 10 was able to meet it's planned and programmatic commitments in providing oversight, audits and assessments. Travel dollars allocated for FY 04 will be adequate for accomplishing the minimal oversight activities identified in section 5 of this appendix.

2. TRAINING

2.1 Needs Assessment

Individual training needs for quality staff are determined on a one on one basis between staff and management. Minimal training requirements (e.g., 40 hour health and safety, basic inspector training, refresher courses, etc..) are routinely scheduled in order to maintain credentials and travel status as part of the Region's policy. Other specialized training (e.g., NELAC, air monitoring, etc..) are scheduled by individual staff based on specific needs and is highly encouraged by the RQAM. Training needs for programs are identified during the audit processes, program feedback and one-on-one consultations between program offices and the RQAM.

2.2 QA and QC Courses Provided and Taken

QA and QC Courses Provided by Organization

Course Title	Supplier	# Attendees	
		from Org.	from Other Orgs.
Laboratory Fraud	Region 10		30
Preparation of QA Plans	Region 10		25
Trace Metals in the Environment	Region 10		40

QA and QC Courses Taken by Organization

Course Title	Supplier	# Attendees (from Org.)
Understanding Multi-Variate Data	USEPA	1
PM 2.5 Certification - Field & Lab	USEPA	1
Pacific Northwest Drinking Water & Wastewater Security Workshop	USEPA	1
Sampling for Environmental Activities	USEPA	1
Incident Command System Overview	USEPA	1

2.3 Other Training Information

Received basic health and safety refresher and project officer training as needed. Provide training with project officers and during systems reviews on a one-on-one basis regularly and as needed.

3. QUALITY SYSTEM-RELATED ACCOMPLISHMENTS

3.1 Innovative Practices

Nothing to report this year.

3.2 Revisions to Quality Management Plan

During FY '03, Region 10 revised it's Quality Management Plan to reflect the creation of an independent Regional Senior Leadership position to fulfill the task of managing the Region's Quality System. This plan was submitted to the Quality Staff at headquarters and approved in June of 2003.

3.3 Technical Assessments

No technical assessments were performed on Region 10 during FY 03. The following technical systems audits were performed by Region 10 personnel.

Technical Assessments

Type	Org./Project Assessed	Assessor (and Org.)	Date(s)	Finding/Corrective Action Status
SDWA	Oregon Dept. Env. Qual.	PK, IC	7/2003	
SDWA	Oregon Dept. Ag.	PK, IC, SH	7/2003	
SDWA	Oregon Pub. Health	SH	7/2003	
SDWA	Edge Analytical	PK, IC	2003	
SDWA	Water Mgt. Inc.	PK, IC	2003	
SDWA	Shoalwater Tribe	PK, IC	2003	
CWA	Fort Lewis	SH	2003	
CAA	Wash. Dept. Ecol.	CH, GG	2003	
CAA	Oregon Dept. Env. Qual.	CH, GG	2003	

EPA Region 10 Assessors:

PK: Peggy Knight, IC: Isa Chamberlain, SH: Stephanie Harris, CH: Chris Hall, GG: Gina Grove

3.4 Technical Assistance

Quality Assurance Planning Documents

Type	# of Plans Reviewed	Average Time to Approval
Quality Management Plans (or equivalents)	2	4.5 Months
QA Project Plans (or equivalents, e.g., Sampling and Analysis Plans, etc.)	88	17 Days

Region 10 quality staff also conducted 268 data quality audits (or reviews) of environmental data. These audits are technical evaluations that are used to assess data quality, usability and defensibility. 623 evidentiary reviews were also done for the Contract Lab Program. In general, these are completeness checks on data packages to ensure that all the supporting backup information is contained within the data package.

3.5 QA Guidance

Region 10 quality staff prepared one generic Quality Assurance Project Plan for Region 10 Inspectors (*Quality Assurance Project Plan for Idaho Aquaculture Facilities, February, 2003*) which was added to the appendix in the Regional QMP.

3.6 Publications and Presentations

Presentations on QA are done annually at sessions held in Region 10 for Grants Project Officers and the Basic Inspector Training.

3.7 Awards and Recognition

Received a superior accomplishment award during FY '03.

3.8 Other QA Management Accomplishments

No other QA Management accomplishments to report this year.

4. ASSESSMENTS OF QUALITY SYSTEMS

Quality System Assessments			
Quality System Assessed	Assessor (and Org.)	Date(s)	Findings and Corrective Action Status
Oregon Dept. Env. Qual.	BT, BW, LC, CP, GG	7/2003	
Oregon Dept Ag.	BT, BW, LC, CP, GG	7/2003	
Region 10 Manchester Lab	BT, BW, LC, CP, GG	7/2003	
Region 10 ESAT Contract	BT, BW, LC, CP, GG	7/2003	

EPA Region 10 Assessors:

BW: Barry Towns, LC: Laura Castrilli, CP: Chris Pace, BW: Bruce Woods, GG: Gina Grove

In conjunction with the latest Management Systems Review conducted on Region 10, as part of the corrective action plan that was provided to OEI Quality Staff, the Regional QA Manager will meet with the Region's Executive Team to layout and discuss the Regional QA Program. At this time, the Region's Executive Leadership will reiterate their commitment and support for this Program.

5. Planned Activities

The major activities planned for fiscal year 2004 include the following:

- meet with senior executive team to layout program and receive commitment
- support of QA plan development and review
- data validation and review
- training on QA/QC requirements at the
 - Tribal Workshop on Water Monitoring in Anchorage, Alaska
 - Basic Inspector Training in Seattle, Washington
 - Grants Management Training for Project Officers in Seattle, Washington
- Management Systems Reviews and/or Technical Systems Reviews of:
 - Washington Department of Ecology Laboratory in Manchester, Washington
 - Washington Department of Ecology Program Office in Olympia, Washington
 - Washington Department of Ecology Air Monitoring Program (Field & Lab)
 - Washington Department of Agriculture in Olympia, Washington
 - Alaska Department of Environmental Conservation, in Juneau, Alaska

APPENDIX D

Status of State and Regional Quality Management Plans

State and Regional Organizations with approved Quality Management Plans (QMPs)

<u>Organization</u>	<u>Date of Approved QMP</u>
Region 10	
USEPA Region 10	June 2003
Manchester Environmental Laboratory	Aug. 2002
Alaska	
Department of Environmental Conservation (<i>employs program specific QMPs</i>)	
Water Program	June 2001
Pesticide Program	Jan. 2001
Air Program	Jan. 1999
Idaho	
Department of Environmental Quality	April 2001
Department of Agriculture	June 2001
Department of Water Resources	March 2001
Oregon	
Department of Environmental Quality	Dec. 1997*
Department of Agriculture	Oct. 2001
Washington	
Department of Ecology	Nov. 2000
Department of Agriculture	May 2001

* A revision of this document has been submitted to EPA Region 10 and is currently undergoing review .



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 10
1200 Sixth Avenue
Seattle, Washington 98101

December 12, 2003

Reply To
Attn. Of: OEA-095

MEMORANDUM

SUBJECT: Regional Quality Assurance Annual Report for Fiscal Year 2003 and Work Plan
for Fiscal Year 2004

FROM: Roy Araki, Regional QA Manager
Office of Environmental Assessment

A handwritten signature in cursive script that reads "Roy Araki".

TO: Reggie Cheatham
Acting Director, Quality Staff (2811R)

This is to transmit the completed Region 10's Regional Quality Assurance Annual Report and Work Plan for your consideration. If you have any questions, or need additional information, please call me at (206) 553-6395, e-mail address: Araki.Roy@epa.gov.

Enclosures

cc: L. John Iani, Regional Administrator, Region 10
Patricia Cirone, Acting OEA Director